

Introduction

The Department of Design, Construction and Land Use (DCLU) is responsible for issuing a Master Use Permit (MUP) to establish the future use of a site. DCLU also coordinates MUP review and building permit issuance with other City Departments, including Seattle Department of Transportation and Seattle Public Utilities. The documents enclosed are intended to clarify the permitting process requirements of Seattle Department of Transportation.

Seattle Department of Transportation requires a Street Use permit for **all** proposed work within the public right-of-way. There are many types of Street Use permits, from street tree planting to barricade use to installation of signs, vaults, etc. Proposed projects that impact public infrastructure items (e.g., sidewalks, street/pavement, drainage, trees, lighting/poles, etc.) require a Street Use Permit. There are two categories of Street Use Permits related to street improvements:

- 1) **Complex projects**, with impacts requiring engineered drawings (i.e., the changes to the public infrastructure are such that the City will need the location of the items within the right-of-way and the City will retain a record drawing, which requires a Street Improvement Permit process, which includes preparation, review and approval of formal plans.)
- 2) **Small projects** with minimal impact within the public right-of-way, such as projects with minimal curb removal and/or minimal sidewalk repair/replacement (i.e., projects not needing a permanent City record of engineered drawings) can be issued a permit through a simpler process.



Contact: If you have questions, please call (206) 684-5044.

STREET IMPROVEMENT PERMIT PROCESS OVERVIEW:

The six phases of the Street Improvement Permit are:

- 1) Pre-application/application
- 2) Review/corrections
- 3) Permit issuance
- 4) Pre-construction
- 5) Construction/inspection
- 6) Project completion

Figure 1 provides an overview of these phases and the activities, which take place within each of the phases.

LINKS BETWEEN MUP & STREET IMPROVEMENT:

The Street Improvement Permit process is linked to the DCLU process through the various phases of a project. Figure 2 depicts the Seattle Department of Transportation Street Improvement Permit process, the DCLU MUP and Building Permit processes, and the links between the two processes.

SCOPE SCHEDULE & BUDGET:

Our goal is to ensure the most efficient permitting process possible by providing clear requirements, cross-department coordination, access to well-organized information and a clear timeline for the project, as well as minimizing delays and unforeseen costs. To ensure clear communication about the process, time line and requirements, Figure 3 shows both the Applicant's and City's activities by the process phases.

Figure 4 is a project schedule worksheet that outlines mutual milestone dates between the Applicant and the City. The City is committed to fulfilling specific activities within fixed timeframes, and the Applicant needs to ensure their project calendar and activities include the City activities and milestones, as well as ensure they are providing the required information to the City, in the timeframes to achieve the desired project schedule.

The Applicant will be responsible for two types of costs in Street Improvement Permit projects:

- 1) **Costs of City services.** These include: Pre-Application assistance (optional), Engineering Review, Permit Processing, Pre-Construction and Construction inspection services, as well as project close-out costs.
- 2) **Cost of Construction.** The Applicant is responsible for the construction costs of the required public infrastructure components.

REVIEW PROCEDURES:

The Department of Design, Construction and Land Use's Master Use Permit (MUP) review procedures include the determination of required street and drainage improvements, pursuant to the City of Seattle's Land Use Code (SMC Chapter 23.53), the Grading and Drainage Code, and other requirements, such as mitigation of environmental impacts.

Generally, a developer must obtain a MUP before a Building Permit can be approved. Issues requiring Seattle Department of Transportation review may include any of the following:

- Traffic and site access
- Street improvements (curbs, sidewalks, street or alley paving)
- Street trees
- Drainage and sewage (public sewers, storm drains, water quality and detention facilities in street areas, etc.)

STREET IMPROVEMENTS:

The City of Seattle Land Use Code requires that streets adjacent and leading to development projects be improved or brought up to minimum conditions specified in the Land Use Code and the City of Seattle Street Improvement Manual.

Street improvement requirements vary with land use zones to reflect the intensity of development, the scale and character of the zone, and to provide a balance between



Document

Reference: City of Seattle's Land Use Code (SMC Chapter 23.53), the Grading and Drainage Code.



Document

Reference: City of Seattle's Land Use Code and the City of Seattle Street Improvement Manual.

the need to accommodate vehicular and pedestrian traffic and the desire to preserve and to enhance existing neighborhood character.

All street improvements are to be constructed to City standards by the developer and accepted by Seattle Department of Transportation prior to the issuance of the final Certificate of Occupancy. In special circumstances, Seattle Department of Transportation may approve the project prior to completion and issue a temporary Certificate of Occupancy.

PERMIT ISSUANCE & PROJECT BONDING

Following the review and approval of the applicant's project plans, the applicant will provide Seattle Department of Transportation with a final mylar (reproducible drawing) and an engineer's quantity take-off (Construction estimate). The engineering take-off is used to determine the amount of the surety bond, which is required before the permit can be issued.

Seattle Department of Transportation will use the engineering estimate to prepare the additional information required for the project to proceed to construction. This information includes identifying costs of the applicant's project including costs incurred by the City to date, estimates of inspection and survey costs for the project, and establishing a Construction Bond amount for project.

The applicant will receive this information and coordinate establishment of the construction bond with the desired construction start of the project. Applicants should allow at least three weeks from their submittal of bond information (and forms) to Seattle Department of Transportation to the Pre-construction meeting date, which should be scheduled three weeks prior to the desired construction start date.

PRE-CONSTRUCTION & CONSTRUCTION

Seattle Department of Transportation has standardized and formalized the Pre-Construction process and the requirements. A Seattle Department of Transportation Senior Inspector will contact the applicant for coordination of the Pre-Construction meeting, the information required, and the required attendees. (See Contractor's Informational Packet for additional information).

PROJECT COMPLETION & CLOSE-OUT

Following Seattle Department of Transportation's acceptance of the project as complete, the Inspector will sign-off on the Street Improvement Permit, designating the permit work as completed. Seattle Department of Transportation will close-out the project, including final record keeping (drawing updates, database entries, final invoicing, etc.). The applicant is required to have the original surety bond in place for the one-year period following Seattle Department of Transportation signing off on the Street Improvement Permit work as complete. Near the end of the one-year bond period, the Seattle Department of Transportation Inspector will revisit the project site and one of two things will happen.



**Document
Reference:**
Contractor's
Informational Packet

- 1) If the inspector determines the project has remained in acceptable condition, the Applicant will be notified and the project surety bond can be released.

- 2) If the inspector determines that the project has not remained in acceptable condition and requires some corrective work, the Applicant will be notified of the corrective action(s) required. Following the completion of corrective action(s) requested by the Inspector (and depending on the severity and nature of the corrections required), the surety bond may then be released.